



LIVE  
LEARN  
WORK  
INVEST  
VISIT



# Mossend Primary School and Nursery Class

**Handbook  
2023/2024**



*Honest*

*Aspirational*

*Creative*

*Caring*

*Respectful*

*Welcoming*

**Where Stars Shine Brighter!**



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# Head Teacher's Welcome



Dear Parents and Carers,

A very warm welcome to you, and your families to Mossend Primary School and Nursery Class. We are delighted that you are considering sending your child to join us here at Mossend and we look forward to welcoming you formally to our school community.

Many of you are already familiar with our school, others we welcome for the first time. As parents, we have the right to expect that our children will be provided with the highest quality of education in a climate where they are safe, valued and treated with dignity and respect, this is something that we pride ourselves on deeply at Mossend.

We believe that in our school community, we have created a caring community, where children can develop their full potential in bright and stimulating surroundings, this is reflected in our school values which every one of our pupils can articulate.

We strive to ensure that our pupils have opportunity to maximise their achievement and attainment, endeavouring to develop children into mature, health conscious, fit and well-adjusted young people who are fully equipped with the necessary skills and knowledge to enable them to successfully develop as active citizens of the future. This is reflected in our newly formed Curriculum Rationale which we will continue to work on in partnership with all of our stakeholders.

Parents who have entrusted their children to us can be confident that all efforts are made to develop each child to his/her potential in a caring and nurturing environment.

If at any time you wish clarification about any aspect of your child's education or our school then please do not hesitate to contact the school and make an appointment with a member of the Senior Management Team who will be only too happy to help you.

Meanwhile I would like to wish your child many happy years at Mossend!

Yours sincerely, Tracey McCulloch, Head Teacher and the staff of Mossend.



# School Information



**Name** Mossend Primary School and Nursery Class

**Address** Calder Road, Bellshill, ML4 2RH

**Telephone** 01698 274905

**Email** [enquiries-at-mossend@northlan.org.uk](mailto:enquiries-at-mossend@northlan.org.uk)

**Website** [www.mossend.n-lanark.sch.uk](http://www.mossend.n-lanark.sch.uk)

**Present School Role** 335

**Present Nursery Role** 32

**Total Present Role** 367

**School Role Capacity** 397

**Stages Covered** Nursery to Primary 7

**Denominational Status** Non-denominational

**Teaching provided by means of the Gaelic Language** No

**Associated Secondary School** Bellshill Academy

*Address* 321 Main Street, Bellshill, ML4 1AR

*Telephone* 01698 274940



# Staffing and Class Structure



<b>Head Teacher</b>	Mrs Tracey McCulloch
<b>Depute Head Teacher</b>	Mrs Nicola Brownlie
<b>Principal Teacher</b>	Mrs Vicky Cole
<b>Principal Teacher</b>	Mrs Pamela Johnston
<b>Acting PEF Principal Teacher</b>	Mrs Hannah Smith
<b>Acting PEF Principal Teacher</b>	Mrs Shanice Lamont

## **School Class Structure for Session 2023/2024:**

<b>P1</b>	Mrs Ashleigh Currie
<b>P2/1</b>	Miss Heather Tinto
<b>P2</b>	Miss Eryn Lawrie
<b>P3/2</b>	Miss Hannah Ferguson
<b>P3</b>	Mrs Louise Christie/Mrs Laura Currie
<b>P4</b>	Miss Fay Simpson
<b>P5/4</b>	Mr Harry Malik
<b>P5</b>	Mr Connor Lunn and Mrs Francesca McKay
<b>P6a</b>	Mrs Shanice Lamont/Miss Nicole Wallace
<b>P6b</b>	Miss Elizabeth Brennan
<b>P7a</b>	Mrs Eleanor Briggs
<b>P7b</b>	Mrs Linsey Gordon
<b>Alternative Curriculum</b>	Mrs Carly Weir
<b>Languages and PE</b>	Miss Pauline Mill
<b>Interventions</b>	Mrs Francesca McKay

**Total: 16.33**



# Staffing and Class Structure



## Nursery Staff:

**Lead Early Learning Practitioner**

Mrs Ruth Haxton

**Early Learning Practitioners**

Mrs Helen Blevins

Mrs Karen Irons

Miss Stephenie Condron

Miss Lorraine McDonald

**Early Learning Childcare**

Mrs Liz Smith

**Support Workers**

Mrs Nabila Ashgar

## Non-teaching Staff:

**Senior Clerical Assistant**

Miss Melissa Murray

**Clerical Assistant**

Mrs Helen O'Donnell

**Additional Support**

Mrs Louise More

**Needs Assistants**

Ms Michelle Cook

Mrs Carolann McLaughlan

Mrs Lorna Crossan

**Janitor**

Mr Davie Christie

**Catering Manager**

Ms Sharon Duffy

**Cleaning Supervisor**

Ms Trisha Loudon



# School Hours



The school operates with staggered starting and finishing times, alongside staggered breaks and lunches, to allow easier and safer movement around the school grounds.

Your child's school hours will vary slightly, depending on their stage.

*Please note that Primary 1 pupils are required to attend full time from the first day of the session in August.*

## **Primary 1-3**

School Starts: 8.50am  
Interval: 10.20am – 10.35am  
Lunch: 12.15pm – 1.00pm  
School Ends: 2.50pm

## **Primary 4-7**

School Starts: 9.00am  
Interval: 10.40am – 10.55am  
Lunch: 12.35pm – 1.20pm  
School Ends: 3.00pm

The Nursery operates from 8:50am until 2:50pm each day.



# School Holidays 2024/2025



## **August 2024**

- Monday 12 August 2024 (Return date for Teachers & In-Service Day)
- Tuesday 13 August 2024 (In-Service Day)
- Wednesday 14 August 2024 (Return date for Pupils)

## **September 2024**

- Friday 27 September and Monday 30 September 2024 (September weekend)

## **October 2024**

- Monday 14 to Friday 18 October 2024 (October Week)

## **November 2024**

- Monday 18 November 2024 (In-Service Day)

## **December 2024 - January 2025**

- Schools close at 2.30pm on Friday 20 December 2024
- Monday 23 December 2024 - Friday 3 January 2025 (inclusive) (Christmas holidays) Schools return on Monday, 6 January 2025





# School Holidays 2024/2025



## **February 2025**

- Monday 17 February and Tuesday 18 February 2025 (Mid-term break)
- Wednesday 19 February 2025 (In-service day)

## **April 2025**

- Schools close at 2.30 pm on Friday 4 April 2025
  - Monday 7 April- Friday 18 April 2025 (Inclusive)\* Spring Holiday (Easter)
- \*Good Friday 18 April and Easter Monday 21 April 2025

## **May 2025**

- Monday 5 May 2025 (May Public Holiday)
- Tuesday 6 May 2025 (in-service day)
- Friday 23 May 2025 and Monday 26 May 2025 (May Weekend)

## **June 2025**

- Schools Close at 1pm on Wednesday 25 June 2025



# Enrolment



## **Enrolment of children at Mossend Primary School**

Parents wishing to enrol their child, or seeking a place for their child in Mossend Primary School should telephone the school office.

## **Registration of Infant beginners**

In January of each year, the Education Authority advertise through a range of medias, when the parents of children who will be 5 before March 1st of the following year should attend their local school to register the child for starting school in August. Parents are required to bring the child's birth certificate and council tax / utility bill.

Parents are usually invited to come to the school in April / May time, to attend a Primary 1 launch. Ways of preparing your child for school will be discussed at the meeting along with uniform and all the relevant information to ensure a smooth transition to Primary 1.

## **Placing Requests**

You have the right to make a placing request for your child to be educated in a school other than their local school. In December each year, the authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes places at the start of the school session. Other than those who are moving home, to a new area, parents are advised to time any placing requests so that they take effect from the beginning of the new school session. Every effort will be made to try to meet parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.



# Enrolment



Placing requests to a primary school does not necessarily ensure that your child will have a direct entry into the associated secondary school. Advice on this must be sought from the primary school Head Teacher. Further information on placing requests and procedures is available from the school or the council's website.

Parents and Young People have a right under the Additional Support for Learning Act 2009 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009, to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or social class managed by the home authority. In the event of a successful placing request, the authority are not required to provide transport. The Act also enables parents and young people to make a placing request to attend a school/establishment belonging to another authority.



# Equal Opportunities



The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.

In line with local authority policy:

- All staff will be fully aware of authority and school policy on equal opportunities and social justice.
- Equal opportunities will be provided for all pupils and staff.
- All children will be made aware of the equal value of others irrespective of sex, race, religion, culture, disability or disadvantage of any kind.
- The curriculum will promote a positive image of equality in matters of sex equality, religion, race, culture, disability or disadvantage.

School activities and events will reflect equality for all in respect of the above. Every member of staff will be committed to fulfilling the requirements of the above and any matter relating to the above should be discussed with the Senior Management Team.

Implementation of the Education and Families Equality Policy including the Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality.

This can be accessed at: <http://tinyurl.com/4z6yu9dv>





# Curriculum for Excellence



## What is Curriculum for Excellence?

Curriculum for Excellence is Scotland's national curriculum. It provides a coherent and inclusive curriculum from 3-18 years wherever learning is taking place, including early learning childhood centres, schools, colleges and community learning. It places children and young people at the heart of Scottish Education.

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be

- a successful learner,
- a confident individual,
- a responsible citizen and
- an effective contributor.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity.

Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

The totality of all that is planned for children and young people throughout their education'.

The opportunities for learning and teaching are governed by the Four Contexts for Learning, which ensure that the education your child receives is informative, interesting, relevant and fun.



# Curriculum for Excellence



These contexts are:

- Ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement.

## **What are the Curriculum for Excellence levels?**

There are five levels and these are flexible depending on pupils' needs and abilities (some children and young people may achieve these levels earlier or later dependent on ability):

- Early level pre-school to P1
- First level to the end of P4
- Second level to the end of P7
- Third and fourth levels S1 to S3
- Senior phase S4 to S6 and other forms of study.

## **What is the Broad General Education?**

The Broad General Education (BGE) is the first phase of two closely connected phases of education. The BGE phase stretches from age 3 until the end of S3 after which learners move into the Senior Phase which starts in S4.

## **Curriculum Areas and subjects**

The BGE is delivered via 8 curricular areas which, in secondary school cover years S1 to S3, and may be subdivided further into individual subjects.



# Curriculum for Excellence



The 8 curricular areas are:

- Expressive Arts
- Languages and Literacy
- Health and Well Being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies.

## **The Senior Phase**

The senior phase curriculum, from S4 to S6, follows a young person's broad general education, building firmly on the experiences and outcomes they will have experienced and achieved by the end of S3. It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development such as awards and wider achievements. It is designed to support young people in moving on to positive sustained destinations, whether that is college, university, training or employment. In the Senior Phase, schools and their partners ( such as colleges, employers or community learning and development providers) now have flexibility to offer a range of pathways that meet the needs and raise the attainment levels of all learners – including pupils who might previously have become disengaged from education.



# Curriculum for Excellence



Schools are taking a range of approaches to the senior phase and are able to offer greater personalisation and choice for young people in a variety of ways, for example by:

- designing the senior phase as a three-year experience rather than planning each year separately
- delivering qualifications over different timescales in response to young people's needs and prior achievements
- developing pathways for able learners, which bypass qualifications at lower levels to allow more time to be spent on more challenging learning at higher levels
- providing specific and appropriate programmes that maximise achievement and attainment for young people planning to leave after S4.

## **Personal Support/Career Planning**

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

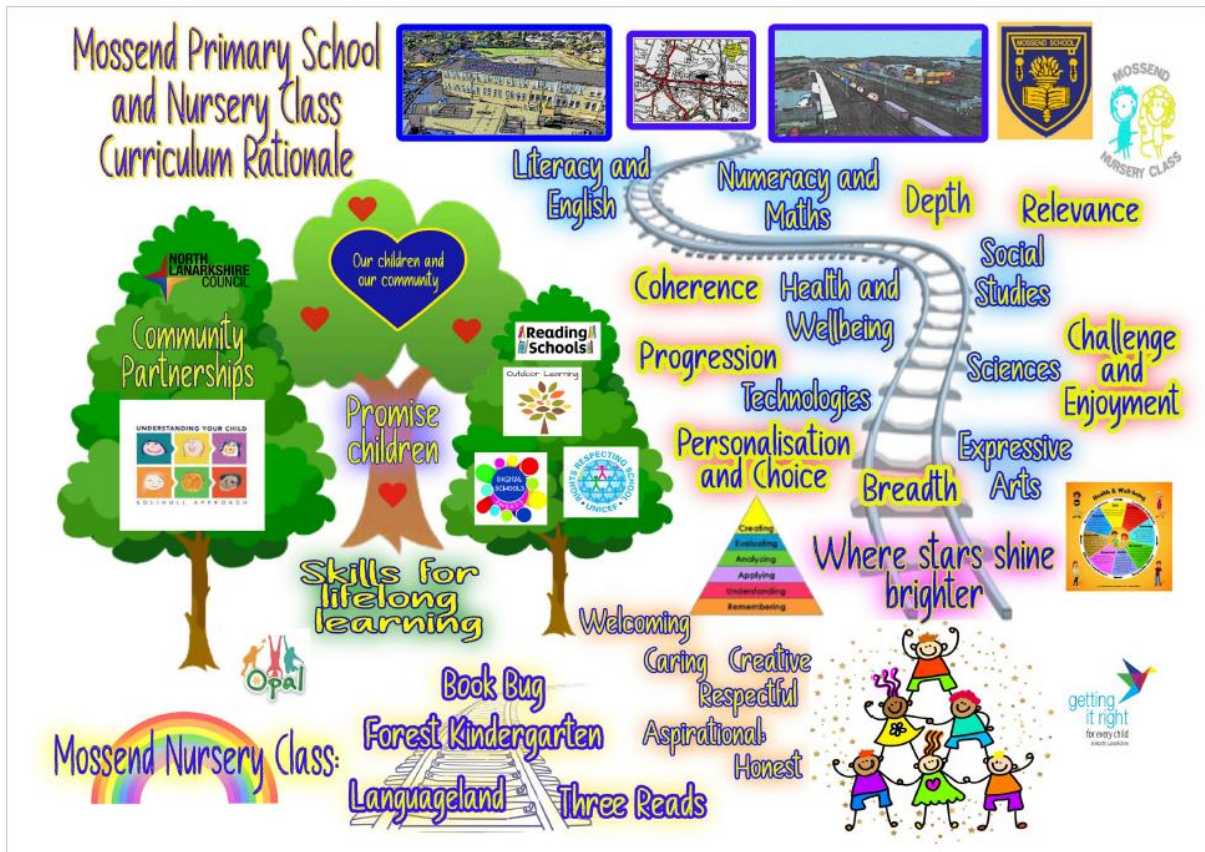




# Our Curriculum Rationale



During the 2022/2023 session, the establishment worked alongside stakeholders in the co-creation of a Curriculum Rationale. During session 2023/2024 the following rationale was formally launched:



Our Curriculum Rationale ensures that everyone involved with the school can answer the question, “what do we want for our children and how will we work together to achieve this?”



# Assessment and Reporting



Assessment is an important part of the Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff.

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and actions based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences that are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

Reporting is ongoing and comprises of a range of activities, including children presenting their learning at showcase events, monthly newsletters, termly learning letters and ongoing oral discussions. Learning letters will detail the content being covered in class, including sensitive topics such as relationships, sexual health and parenthood. Parents are welcome to contact the school throughout the session.

The school will also provide parents with the opportunity to attend three parent consultations throughout the session. Each of these sessions will have a different focus:

November – discuss how the pupil has settled in to the class.

March – discuss the pupil's progress across the curriculum.

June – discuss the pupil's next steps before moving on to their next stage.

The booking system for these consultations will open in advance and parents and carers can book a slot that suits them via the online booking system. At the final consultation, parents will be provided with a brief paper overview of levels of attainment for each child for key curricular areas.



# Additional Support Needs



Mossend Primary School and Nursery Class complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

North Lanarkshire Council's policy is contained within 'Support for Learning Policy into Practice2', a copy of which is available in the school. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Support for Learning is the responsibility of all staff. In every class and at every stage children may require support. In Mossend Primary staff will identify early any pupils requiring additional input in particular curricular areas to ensure the rate of pupil progress is maximised. This is ensured through a careful tracking and monitoring system of pupil progress.

## **Looked After Children**

Looked After Children ie children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. The Senior Management Team deal with this.

## **Children with English as an Additional Language**

Pupils with English as an additional language receive support, as appropriate, from our EAL teacher who visit's the school regularly.

Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.



# Additional Support Needs



## Getting it Right for Me Plans

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment, planning and review processes and their views will be actively sought.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

Parents/carers will receive letters from the Education Authority throughout the CSP process.

Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing, then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.



# Additional Support Needs



## **Dispute Resolution**

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents/carers and young people through Resolve (see contact details at the back of this handbook.) Mediation is free through Resolve and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for Independent Adjudication (see contact details at the back of this handbook) can be made by parents/carers free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

**The Additional Support Needs Tribunal** has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, ASN placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.



# School Improvement Plan



## Priorities for Session 2023/2024

Improvement Plan Summary	
Cluster Priority:	All learners will benefit from an integrated approach to improve health and wellbeing, with identified learners accessing additional and intensive cluster supports to address the equity gap.
Establishment Priority 1:	By May 2024 attendance will increase from 91.96% to 93%. This will be achieved as a result of well-established supportive learning environments that provide an inclusive approach for all learners to ensure a quality curriculum provision
Establishment Priority 2:	Ensure that all learners across the establishment receive high quality learning experiences through a curriculum which is progressive and respects the rights and represents diversity of our community. This will include high quality pedagogy and resources, procedures which monitor and track impact, and rich experiences which build confidence and resilience.



# Homework



Homework is given to help children to reinforce the work given in class. Work at home is particularly important in the early stages where children are keen to grasp number and literacy skills. Children should be encouraged to read as much as possible to stimulate their imagination, to enhance their understanding of the world they live in and to build up their vocabulary. Parents can play a vital role in motivating children to enjoy reading by listening to them reading and by reading stories to them. Likewise, they can encourage children to gain confidence in number and in spelling. Homework will be provided on a monthly basis. Homework grids will be given out on the first Monday of each month. They will include Literacy, Numeracy and Other Area activities and pupils are required to complete one task from each column per week. Written tasks are to be completed in homework jotters. Spelling words and reading books will also be sent home weekly. Homework grids will not be handed out in months with holidays including October, December, January and April.

Please note: homework may not be provided for children going on holiday during term time.

Homework should never cause tension at home so if any problems arise please contact a member of the Management Team.



# School Ethos



## **Spiritual, Social, Moral and Cultural Values**

In line with the Education Authority Policy on Religious Instruction and Religious Observance (1993) the school aims at providing a way of considering standards and values, at stimulating the child to develop religious insight, sensitivity and understanding which applies to all forms of activity.

Religious, Social and Moral education is taught by the Class Teacher. We recognise that the Education Act allows parents to withdraw their children from any instruction in religious subjects and from any religious observance, and such pupil will not be placed at any disadvantage with respect to secular instruction.

Parents/carers from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

We are very happy to make arrangements for children whose families have special religious celebrations that are not within the Christian calendar - to help us look after your children, please let us know if they require special facilities during, for example, Ramadan.





## Extra-Curricular Activities



During the school year, there are various after school clubs. These usually run for a few weeks and are offered to pupils across the whole school.

Pupils are given information regarding what after school clubs are available and, if interested, are able to apply for a place.

Please note: after school clubs finish at 4pm and there is no crossing patrol at this time.

Pupils' suggestions for clubs are listened to and pupils are also encouraged to plan and lead their own clubs during the school day.

Alongside afterschool clubs, there are opportunities for pupils to attend clubs during school hours – normally a lunchtime club. Pupils will be able to apply for a place in these clubs, which also run for a few weeks.



# General Data Protection Regulations (GDPR) Statement for Education



## **What is this statement?**

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

## **Who are we?**

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, and Families is located in Civic Centre, Motherwell ML1 1AB

## **Why do we need your personal information and that of your child or young person?**

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

## **Legal basis for using your information**

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.



# General Data Protection Regulations (GDPR) Statement for Education



## **Your personal information**

Education uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff out with the nursery or school, key staff from these services may also store information securely about your child or young person.

## **How will we use this information?**

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people



# General Data Protection Regulations (GDPR) Statement for Education



- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

## **Who do we share information with?**

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between Services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.



# General Data Protection Regulations (GDPR) Statement for Education



We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

## **How long do we keep your information for?**

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases, it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' that sets out how long we hold different types of information for. You can view this on the Council website.

## **Your rights under GDPR**

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.



# General Data Protection Regulations (GDPR) Statement for Education



- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
  - you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to our use of personal information
  - or, use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.



# General Data Protection Regulations (GDPR) Statement for Education



## **The Council's Data Protection Officer**

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

### ***Data Protection Officer (DPO)***

***Civic Centre,***

***Windmillhill Street,***

***Motherwell, ML1 1AB***

***or by email to [AITeam@northlan.gov.uk](mailto:AITeam@northlan.gov.uk)***

## **The Information Commissioner**

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

***Information Commissioner's Office,***

***45 Melville Street,***

***Edinburgh, EH3 7HL***

***or by e-mail to [casework@ico.org.uk](mailto:casework@ico.org.uk)***

## **Transferring Educational Data about Pupils**

Education authorities and the Scottish Government

Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.



# General Data Protection Regulations (GDPR) Statement for Education



The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

## **Why do we need your data?**

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.





# General Data Protection Regulations (GDPR) Statement for Education



## Your GDPR Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the GDPR. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on:

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>  
[on](#)



# General Data Protection Regulations (GDPR) Statement for Education



## **Any Concerns**

If you have any concerns about the ScotXed data collections you can email [school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk) or write to:

***The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.***

***Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.***

## **Want more information?**

Further details about ScotXed data exchanges are available on the ScotXed website, <https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

## **Freedom of Information**

Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Coordinator can be contacted by telephone on 01698 302484



# Child and Adult Protection



## Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head Teacher is responsible for the schools actions in response to Child Protection concerns.

If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is: **Tracey McCulloch, 01698 274905**

## Adult Protection

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines.

Adult Protection Co-ordinator is: **Tracey McCulloch, 01698 274905**



# Promoting Positive Relationships



Positive relationships and behaviour in the school setting are crucial for the successful delivery of Curriculum for Excellence, and the implementation of Getting it Right for Every Child (GIRFEC).

The school uses a number of approaches to promote positive relationships and behaviour such as restorative practices and nurturing and rights based approaches.

Where there are challenging behaviours, these will be dealt with in accordance with our Promoting Positive Relationships policy.

## **Class Charter**

A charter is a visual document that establishes an agreed set of rights-based principles upon which relationships can be based and which provide a language for shared values. Creating charters can support a positive learning environment for children and young people the classroom. Creating a charter helps to make the United Nations Convention on the Rights of the Child (UNCRC) more prominent and relevant. The process of developing a charter models a rights respecting way of working in school. Each class begins a new session by creating a Class Charter, which is based on the UNCRC. The Class Charter is at the heart of creating responsible citizens and is to frequently.

## **Anti-Bullying**

Mossend Primary School and Nursery Class has a clearly defined Anti-bullying Strategy, in accordance with the Scottish Government policy "A National Approach to Anti-Bullying for Children and Young People" (2010), and the North Lanarkshire Council policy "Bullying: It's Never Acceptable" (2012). Under "Getting It Right for Every Child", we deploy our Anti-Bullying strategy in order to ensure the wellbeing of every child in our care, especially in relation to their safety and inclusion. As a Rights-Respecting School, we aim for all our pupils to understand our Anti-Bullying message in the context of respect for each other's rights under the UNCRC.



# Supervision and Home/School Links



## Supervision in the Playground and During Non-Class Times

Children are supervised in the playground by a number of adults and during break times in terms of the Schools (Safety & Supervision of Pupils) (Scotland) Regulations 1990. During packed lunches and wet break times, children will remain in class and be supervised by adults.

## Home and School Links

Links between home and school are encouraged and welcomed. When children join the school, parents are made aware of who the Senior Management Team member is that they should contact with any matters regarding their child. All of our school policies can be found on the website.

<https://blogs.glowscotland.org.uk/nl/mossendps/policies/>



We are an eco-friendly school and have moved towards paperless communication. As a result, emails and texts are sent out regularly to keep parents updated about school activities. This allows us to reduce our printing and copying costs and prevents letters becoming “lost” in school bags. It is very important that we have up-to-date contact email addresses for all parents and carers to ensure that you receive any communication. We also have our social media page where you can receive updates of what the children have been doing throughout the school day.

Strong communication with families is important to us at Mossend Primary and so we encourage all parents and carers to sign up to Parents Portal. Parent's Portal is a digital service, which allows parents and carers to see basic information about their child and have access to a number of services such as reporting absence, permission slips, annual data checks, etc.



## Parent Council and Parent Forum



The Parent Council is a vital part of our school community as they represent the views of the parents, organise fundraising events for the school and work alongside the school to ensure that children are receiving the best possible learning and social experiences. The Parent Forum appoints members of the Parent Council each year at the AGM in August/September. The Head Teacher is the professional advisor to the Parent Council and has a right and duty to attend all meetings. Parent Council meetings are open to members of the Parent Forum.

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents/carers, pupils, and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff;
- receiving reports from the head teacher and education authority; and
- receiving an annual budget for administration, training and other expenses.
- Improving home school partnership and facilitating parental involvement.



# Parent Council and Parent Forum



## Parent Council Members

<u>Name</u>	<u>Member Status</u>	<u>Position on Council</u>
Claire Walsh	Parent	Chairperson
Karen Feechan	Parent	Treasurer
Vacant		Secretary
Jane Douglas	Parent	
Fiona Stevenson	Parent	
Frances Stewart	Parent	
Robbie Mack	Parent	
Emma Russell	Parent	
Lesley Gordon	Parent	
Tracey McCulloch	Head Teacher	
Nicola Brownlie	Depute Head Teacher	
Pamela Johnston	Principal Teacher	
Vicky Cole	Principal Teacher	
Hannah Smith	Principal Teacher (PEF)	
Vacant		Clerk

The parent council can be contacted by email: [mossendparentcouncil@gmail.com](mailto:mossendparentcouncil@gmail.com)

## The Parent Forum

The Parent Forum is composed of all the parents and carers of children at the school.

As a member of the Parent Forum you can expect to:

- get information about what your child is learning
- get information about events and activities at the school
- get advice/help on how you can support your child's learning
- be told about opportunities to be involved in the school
- have a say in selecting a Parent Council to work on behalf of all parents/carers at the school
- be invited to identify issues for the Parent Council to work on with the school.



# Attendance



Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of 'school age' to ensure that their child attends school regularly.

Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc., Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised: as defined by the Scottish Government.

At the start of each school session, parents/carers will be asked to provide contact details including at least one emergency contact number. Parents/carers are required to inform the school if these contact details change during the course of the school year.

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In the interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

Parents/carers are asked to inform the school by letter or telephone (or ParentPortal) if their child is likely to be absent for some time, and to give the child a note on his or her return to school, confirming the reason for absence.





## Family Holidays During Term Time



Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/carers should inform the school by letter of the dates before going on holiday.

Absences will be classified as authorised only in exceptional circumstances but will always be recorded. Such circumstances may include:

A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the 'authorised absence' category will not include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

Family holidays with the above similar characteristics will be classified as unauthorised absence. Where the head teacher's prior agreement has not been sought the absence will automatically be classed as unauthorised.



# Family Holidays During Term Time



## **Extended leave with parental consent**

Where most family holidays will be recorded as unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday.

Leave in such circumstances will be authorised under circumstances such as

- Extended overseas educational trips not organised by the school
- Short-term parental placement abroad
- Family returning to its country of origin (to care for a relative, or for cultural reasons)
- Leave in relation to the children of travelling families

## **Exceptional Domestic Circumstances**

Parents/carers may request permission for such leave in writing and the school may authorise such requests under the following

- The period immediately after an accident or illness
- A period of serious or critical illness of a close relative
- A domestic crisis that causes serious disruption to the family home, causing temporary relocation.

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary.



## Clothing and Uniform



All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents/carers, pupils and staff were fully consulted. It is the expectation of Education and Families that parents/carers will be keen to support the dress code and written agreement may be sought.

Clothing which is unacceptable in school under any circumstances includes items which:

- could potentially encourage factions (e.g. football colours) could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose fitting clothing, dangling earrings and other potentially dangerous jewellery
- are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- could cause damage to flooring
- carry advertising in particular for alcohol or tobacco
- could be used to inflict injury to other pupils or to be used by others to do so



## Clothing and Uniform



Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items that are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the Council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for school clothing grants is 31 March 2024.

Information and application forms for clothing grants may be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code may be deemed to be a serious challenge to the head teacher's authority and to be detrimental to the wellbeing of the whole school community. In such circumstances a head teacher may justify the use of the school discipline procedure.

The Council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc., are not brought to school. Parents/carers should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.



## Clothing and Uniform



In Mossend, the school uniform consists of:

- Grey trousers, shorts or skirt
- Tartan pinafore or skirt
- White shirt and tie
- Grey or blue sweatshirt/cardigan
- Blue jumper with the Mossend school badge
- Royal blue blazer

*Please note that Primary 7 pupils wear a tartan tie.*

On PE days, pupils are asked to come to school already wearing their PE kit. Appropriate PE consists of:

- Black leggings or jogging trousers
- White polo shirt
- Blue sweatshirt or hoodie with the Mossend school badge
- Appropriate footwear, e.g. trainers
- Pupils are asked not to wear jewellery on PE days and are asked to tie long hair back.
- Pupils are asked not to wear football strips/tops as part of their PE kit.

Pupils will receive two hours of PE weekly and this will consist of one hour indoors and one hour outdoors. Pupils should ensure they are dressed appropriately for this.



## School Meals



Pupils are provided with a variety of hot and cold lunch options each day, including a vegetarian option. This ensures that they are receiving a well-balanced diet. Lunch menus are published online at: <http://tinyurl.com/mr3ux4r3>



The cafeteria operates a cashless payment system and parents/carers are asked to top up their child's lunch card using the IpayImpact system. Children in receipt of a free school meal, will have their cards topped up automatically.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), are entitled to a meal without charge.

All P1 to P5 pupils are entitled to a free meal and free milk. Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk and a fruit or vegetable snack.

Information and application forms for free school meals can be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

Pupils opting to eat a school meal will have their lunch in the cafeteria, supervised by an adult. Pupils in Primary 1-3, who choose to bring a packed lunch to school will eat their lunch in the gym hall and will be supervised by an adult. Pupils in P4-7, who choose to bring a packed lunch to school will remain in the classroom to eat their lunch before heading out to play. Adults will be present to supervise children eating food in the classroom.



# School Meals



## **Special Diet Procedures**

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form 1a must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's dietitian or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service including the nutritionist to ensure appropriate food provision. In this case a form will still need to be signed by a medical professional including a Speech and Language Therapist. It is important that the Head Teacher is aware of any medically prescribed diets within the school and, on occasion, parent/carers may be asked to attend a meeting.

Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and also they will be issued with a new form.



# School Meals



Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible. Special Diets such as Vegan and ethnic diets can also be accommodated. In this case a form b should be completed and can be signed by the parent.

All completed forms should be returned to the email [specialdiet@northlan.gov.uk](mailto:specialdiet@northlan.gov.uk)

## **Nursery Meals**

All eligible two-year-olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery are entitled to 1140 hours Early Learning and Childcare provision. Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement.

Snacks will also be provided during the day. More information regarding the arrangements for snacks will be provided during Nursery inductions.





## Placing Requests



You have the right to make a placing request for your child to be educated in a school other than the local school.

In December each year, the authority will advertise its arrangements for placing requests.

There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents/carers are advised to time any placing requests so that they take effect from the beginning of the new school session.

Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher.

Further information on placing requests and procedures is available from the school or the council's website.

Parents/carers and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents/carers and young people to make a placing request to attend a school/establishment belonging to another authority.



# Transport



The Council has a policy of providing free transport to primary pupils who live more than one mile from their catchment school by the shortest suitable walking route. This policy is more generous than the law requires. This provision may be reviewed at any time.

Parents/carers who consider they are eligible can apply on the Council website. Applications should be submitted by the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

## **Pick-up points**

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point.

Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph).

It is the parent's/carers responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's/carers responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.



# Transport and Medical/Health Care



## Transport for Placing Requests

The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

In the case of early entry requests if a child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy as stated above.

## Medical and Health Care

We ask that parents/carers inform the school of any particular medical conditions their child might have. They should also keep the school informed of arrangements if a child requires to be sent home. If your child has a particular health problem, please bring it to the attention of the Head Teacher, particularly where the condition might affect the child's work or may have implications for his/her safety. If they require any medication, please make sure a Pupils who require specific support due to medical or health need will have a health plan that details their condition and the support that should be given by a member of staff. Health plans are shared with staff who work directly with the child.

**PLEASE NOTE THAT SOME OF OUR PUPILS AND STAFF HAVE A NUT ALLERGY. THIS MEANS THAT COMING INTO CONTACT WITH SNACKS OR SWEETS CONTAINING NUTS OR WITH ANY TRACES OF NUTS IN THEM, HOWEVER SLIGHT, COULD HAVE POTENTIALLY FATAL CONSEQUENCES. PLEASE ENSURE THE PEACE OF MIND OF THOSE PARENTS AND STAFF MEMBERS INVOLVED BY BEING ESPECIALLY VIGILANT ABOUT PACKED LUNCHES, PLAYTIME TREATS AND SNACKS. REMEMBER – WE ARE A “NUT-FREE” ZONE!**



# Medical/Health Care



## **Dental Treatment and Inspections**

Children in Nursery, Primary 1 and Primary 2 participate in the NHS Childsmile tooth-brushing programme where they are provided with toothbrushes and toothpaste and brush their teeth each day after lunch. This helps children to build good habits to maintain good oral health throughout their life.

Dental Inspections are also carried out on a routine basis in Primary Schools and parents are offered any necessary treatment for their children, although they may choose to go to a family dentist instead.

## **Appointments**

If a child needs to attend a medical or dental appointment during school hours, we ask that parents/carers inform the school prior to the appointment. Where it is possible, please provide a copy of the appointment confirmation letter.

## **Injuries**

In the event of an injury, staff are allowed to assist in the cleaning and covering of minor cuts. More serious injuries will be looked at by a first aider and parents will be contacted by the school clerical staff. Injuries to pupils and staff are logged in line with North Lanarkshire Council policies.

In the event of a head injury, pupils will be assessed by a first aider and the school will contact a parent/carer. They will be sent home with a copy of the accident form alongside a leaflet containing information on looking out for delayed symptoms of concussion.



## Medical/Health Care and Information in Emergencies

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than that at an educational establishment.

In North Lanarkshire children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General and therefore North Lanarkshire Council does not require a dedicated hospital education service.

Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The Service is provided by Glasgow City Council Education Department and Social Work Services. For further information, please contact the school.

### **Information in Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press on local radio, on the NLC website and twitter.



# Transfer from Primary to Secondary School and Parents Portal



Pupils normally transfer between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils who attend Mossend Primary School normally attend:

*Bellshill Academy*

*321 Main Street, Bellshill, ML4 1AR*

*01698 274940*

*Head Teacher: Mrs Jodie McGraw*

## **Parents Portal**

Parentsportal.scot is a digital service to help provide direct communication to parents and carers through a selection of online services. This includes:

- Annual data checks
- Online payments
- Permission slips
- Reporting absence
- Viewing timetables (secondary schools)
- Pupil reporting

Information and guidance relating to North Lanarkshire Council Digital offering including how to access [parentsportal.scot](https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school) can be found on the NL Digital School page available on the Council's website:

<https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>



# Qualifying Statements



## **Qualifying Statements**

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt within the document

a) before the commencement or during the course of the school year in question.

b) in relation to subsequent school years.

Education Authorities are required by law to issue a copy of the school handbook to certain parents/carers in December each year.

It details the current policies and practices of both the council and the school.



## Names and Addresses



Education and Families

North Lanarkshire Council,

Civic Centre,

MOTHERWELL

ML1 1TW

**Tel: 01698 403200**

### **Education Manager for Mossend PS&NC**

Jill Woodward

Education and Families Manager

North Lanarkshire Council,

Municipal Buildings,

Kildonan Street,

COATBRIDGE

ML5 3BT

**Telephone: 01236 403140**





## Names and Addresses



### **Councillors – Mossend and Holytown**

Beth Baudo – Scottish Labour Party

Email: [baudobe@northlan.gov.uk](mailto:baudobe@northlan.gov.uk)

**Telephone: 07581032649**

Frank McNally – Scottish Labour Party

Email: [mcnallyf@northlan.gov.uk](mailto:mcnallyf@northlan.gov.uk)

**Telephone: 01698302615**

Jim Reddin – Scottish Labour Party

Email: [reddinj@northlan.gov.uk](mailto:reddinj@northlan.gov.uk)

**Telephone: 01698302690**

### **Bellshill CLD Locality Office**

Bellshill Academy,

321 Main Street,

Bellshill,

ML4 1AR

**Telephone: 01698 274685**

Email: [CLD-Bellshill@northlan.gov.uk](mailto:CLD-Bellshill@northlan.gov.uk)

### **Contacts in relation to Support for Learning**

Help and advice on any matters relating to Support for Learning can be obtained from the school and

Nicola Ritchie – CIL – Cluster Integration and Improvement Lead



## Names and Addresses



You can also get more help and advice from:

**NHS Lanarkshire: Bellshill Health Centre**

**Telephone: 01698 575700**

**Social Work, Bellshill**

**Telephone: 01698 346666**

### **Enquire**

The Scottish advice service for additional support for learning operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets,

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

**Telephone: 0345 123 2303**

[Email: info@enquire.org.uk](mailto:info@enquire.org.uk)

[Website: www.enquire.org.uk](http://www.enquire.org.uk) for parents/carers and practitioners

[Website: www.enquire.org.uk](http://www.enquire.org.uk) for children and young people

**Children in Scotland - Resolve Mediation**

**Telephone: 0131 313 8844**

Email: [resolve@childreninscotland.org.uk](mailto:resolve@childreninscotland.org.uk)



# Names and Addresses



## **Independent Adjudication**

Scottish Government  
Directorate for Learning  
Support and Wellbeing Unit  
Area 2C North  
Victoria Quay  
Edinburgh  
EH6 6QQ

## **Reference to Additional Support Needs Tribunal (Scotland)**

ASNTS  
Health and Educational Chamber  
First Tier Tribunal for Scotland  
Glasgow Tribunals Centre  
20 York Street  
Glasgow  
G2 8GT  
0141 302 5860  
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